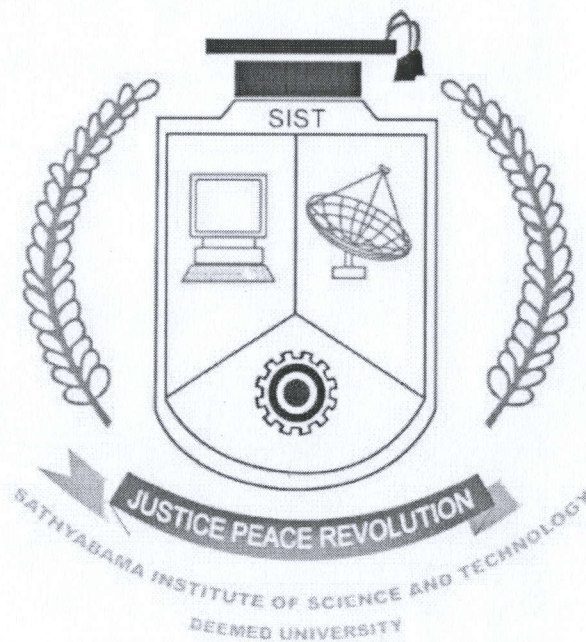
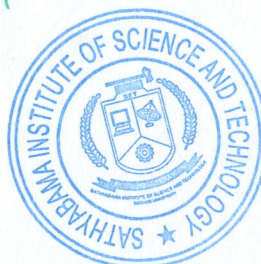


**SATHYABAMA**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
**(DEEMED TO BE UNIVERSITY)**

**GUIDELINES FOR ATTENDING**  
**PROFESSIONAL DEVELOPMENT PROGRAMMES**



*S. M.*  
*13/8/20*





## **Guidelines for attending Faculty Development Programmes**

### **Preamble**

The scheme aims at enhancing the scholarly environment in the Institute by providing the faculty members with an adequate amount of opportunities to pursue professional development activities by participating in conferences / workshops / seminars / summer and winter schools / refresher courses / FDP's / research enrichment programmes etc. The institute believes that participation in such programmes would enable the faculty members to update their research and pedagogical skills that in turn facilitate the student developmental activities. The guidelines include the following.

- Eligibility conditions
- Permissible activities for funding
- Procedure for applying
- Fund allocation

### **Eligibility Conditions**

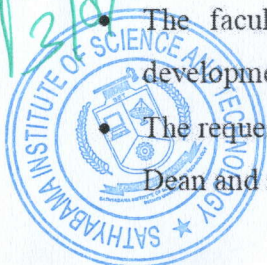
- Only the permanent and full time faculty having a minimum of one year of work experience in the Institute are entitled to apply for this scheme.

### **Permissible activities for funding**

- Training programmes from reputed Institutes in India such as IIT's, NIT's, IIIT's, IIM's and other central Institutes of national importance
- All professional and administrative faculty development programmes such as conference / workshop/ refresher course etc organised by reputed Institutes in India to enhance collaborative research and publications.
- FDP's organised by various departments at Sathyabama Institute of Science and Technology.
- There are separate guidelines for participation in overseas programmes as laid out in Travel policy. The financial assistance mentioned therein is over and above the amounts mentioned here.

### **Procedure for applying**

- The faculty shall identify the nature of professional development / administrative development activities / training needs based on their area of specialization.
- The request letter along with details of required fund to be initially approved by the HoD / Dean and shall be submitted to the Pro Vice Chancellor for final approval.





- The faculty shall make all the necessary alternate arrangements for his/her duties and responsibilities during the period of absence in the institute.
- The faculty may attend one or more programmes within the sanctioned limit.
- The expenditure of each faculty is maintained in a database by HoD/Dean and Pro-Vice Chancellor's office and it is monitored to ensure that the expenditure does not exceed the maximum allocation in a year.
- In case of the expenditure exceeds the maximum allocated fund, the faculty shall have borne the additional expenses.
- Attending conference shall be permitted only for paper / poster presentations and mere attendance to conference is not permitted.
- Upon completion of the programmes, the faculty shall submit a detailed report on the attended programme highlighting the outcomes and benefits to the institute.
- The unutilised fund allocated in a year shall get lapsed by the end of the academic year and shall not be carried forward for the next year.
- At the end of each academic year, the consolidated report of faculty who have availed this funding, outcome of the scheme and the benefit to the institute are submitted to the board of management by the Pro Vice-Chancellor.

#### **Fund allocation**

- In every year's budget, certain amount is allotted by the board of management to each school towards meeting the FDP activities. The fund allotted is based on the individual school's domain areas and its faculty strength.
- The registration fee, travel and other allowances are allocated based on the faculty cadre as follows.

Professor	Associate Professor	Assistant Professor
Rs.20,000 per year	Rs.15,000 per year	Rs.10,000 per year



## **Faculty Report on Professional Development Programmes Attended**

Name of the Faculty:

Designation:

Nature of the Attended: Conference presentation / FDP /Workshop / Seminar / Summer and Winter School / research enrichment programmes / refresher courses

Theme of the Event:

Name of the Organization with address:

Dates and Duration:

Total Expenditure Incurred on Registration, Travel etc:

Amount sanctioned by the Institute:

Total Amount spent as on this day for attending activities from the allocated amount:

Major takeaways from the programme:

Plans to implement the learning from the program in your regular teaching and research work:

Plan to share the gained knowledge/skill with your colleagues who did not attend the program:

Signature of the Faculty

Signature of the Vice-Chancellor